



Getting Started with Google Apps at Eastern Gateway Community College

Mail, Calendar, Chat, & Tasks



Contents	
Welcome/Help	Page 2
Logging In	Page 3
The Basics	Pages 4-8
Contacts	Pages 9-10
Forward e-mail to another e-mail account	Page 11
Mobile Support	Page 11

Welcome to Google Apps at Eastern Gateway Community College

Now that you have a new Google Apps account, you're ready to take advantage of all the benefits of Google Apps Mail, Calendar, and Docs. We think you'll find that these services will make communicating and collaborating with your instructors and fellow classmates easier and more efficient.

All students at EGCC have access to Google Apps. This is how EGCC will communicate with you about events & updates going on at the college. Also this is how faculty will communicate with you.

Eastern Gateway Community College's IT Team is committed to helping you make a smooth transition to Google Apps. We're available to help if you encounter any difficulty with the services, or just need answers to your questions. See How to Get Help.

Note: For new students that are registered for classes at EGCC, your Google Apps account will not be active until the end of the business day on Fridays.

How to Get Help

If you have a question about Google Apps or your account that you can't find in this guide, or you encounter a problem, contact:

E-mail: <u>helpdesk@egcc.edu</u> Phone: 1-800-68-COLLEGE

Log In to Google Apps:

Gmail & Google Calendar

Log in to your EGCC Student E-mail

1. Go to your Google Apps Mail page: <u>www.egcc.edu</u> under Current Students, Student E-mail or at https://mail.google.com/a/student.egcc.edu

2. On the Sign In page, enter your Eastern Gateway Community College user name and password (see example), and then click **Sign In**:

Example:

Default Username will look like **JDoe99** which is the first letter of your first name + first 17 characters of your last name + last 2 digits of your EGCC ID#. (Your EGCC ID# appears on the bills you receive from Eastern Gateway Community College).

Default Password will look like **JDoe5555** which is the first letter of your first name + first 15 characters of your last name + last 4 digits of your Social Security Number.

EGCOC Welcon Sign in to your account at Eastern Gateway Community College Username: @student.egcc.edu Password: Stay signed in Sign in	 he to Eastern Gateway Community College Less spam, plenty of space and access from anywhere. Welcome to your email for Eastern Gateway Community College, powered by Google, where email is more intuitive, efficient and useful Keep unwanted messages out of your inbox with Google's powerful spam blocking technology Keep any message you might need down the road, and then find it fast with Google search Send mail, read new messages and search your archives instantly from your phone
Can't access your account?	

3. If this is your first time logging in, follow the on-screen instructions to activate your account. You will be required to change your password after the 1st time logging in. **Please take note that the password must be a minimum of 8 characters long.**

Note: Your username will not change, please remember to keep your password in a safe place after you change it.

EGCC Student E-mail Basics:

Sending, replying, attachments, and printing messages

Your inbox

Log in to your Student E-mail. You'll see a list of any messages you've received in your Inbox. Here's an example:

Mail Calendar Document	s Contacts	mhouseholder@student.egcc.edu Mans	ige this domain Settings Help Sign ou
COMMUNITY COLLEGE		Search Mail Search the Web Show search options	
Compose Mail	NYT Travel - On the Road: Airline Re	ward Programs Pay Off Less Frequently - 14 hours ago	Web Clip < >
Inbox	Archive Report spam Delete M	ove to Labels More actions Refresh	1 - 50 of 259 Older > Oldest »
Starred 😭	Select: All, None, Read, Unread, St.	arred, Unstarred	
Sent Mail	🗄 🛅 🏫 Mike Householder	Follow-up Student Orientation - Due to a family emergency the June 1st follow-up orientation at the TCTC has been cancelled for	8:51 am
<u>Drafts</u>	🗄 🛅 🏫 apps-noreply	Gmail for student.egcc.edu - Bulk account update report - Bulk account update report student.egcc.edu - 5/28/10 25 user accounts could not be created	May 28
[Gmail]/All Mail	前回 合 ky, me (3)	self service account - sir michael, good afternoon sir no sir i can access my self-service now thank you for your help	May 27
[Gmail]/Sent Mail	🗄 🗐 🏠 apps-noreply	Gmail for student.egcc.edu - Bulk account update report - Bulk account update report student.egcc.edu - 5/27/10 18 user accounts could not be created	May 27
[Gmail]/Trash	🗄 🗐 🏠 Danita Logan	Microsoft 2007 - Hello, I was looking on the website somewhere and came across the information to get this	May 26
[Gmail]Trash	🗄 🖾 🏠 Microsoft	Another STUDENT DEAL from Microsoft - To unsubscribe from this broadcast email, please scroll down to the bottom of the page. To view	May 26
Blackboard	🗄 🗖 🎲 apps-noreply	Gmail for student.egcc.edu - Bulk account update report - Bulk account update report student.egcc.edu - 5/26/10 41 user accounts could not be created	May 26
Follow up	🗄 🗐 🎲 Richard MartinezIII	focused paragraph	May 25
Migrated	🗄 🛅 🏠 apps-noreply	Gmail for student.egcc.edu - Bulk account update report - Bulk account update report student.egcc.edu - 5/25/10 55 user accounts could not be created	May 25
Misc	🗄 🖾 🏠 Yvonne, me (2)	Blackboard question - Yvonne, I'm forwarding this e-mail to Mary Burke, she handle's Blackboard	May 24
Priority	🗄 🗖 🏫 apps-noreply	Gmail for student.egcc.edu - Bulk account update report - Bulk account update report student.egcc.edu - 5/24/10 6 user accounts could not be created	May 24
4 more v	🗄 🗐 🏫 administrator	New Self-Service Account - Dear Angela LeCroy, Welcome to Eastern Gateway Community College's Self-Service system. This	May 22
Contacts	🗄 🛅 🏫 apps-noreply	Gmail for student.egcc.edu - Bulk account update report - Bulk account update report student.egcc.edu - 5/22/10 56 user accounts could not be created	May 22
Tasks	🗄 🖾 🏠 Patty Sturch	Summer Semester Start Up - MEMO TO: All Full and Part-Time Faculty FROM: Patty J. Sturch, Dean of Enrollment Management DATE	May 21
	III C apps-noreply	Gmail for student encc edu - Bulk account undate report - Bulk account undate report student encc edu - 5/20/10 120 user accounts could not be created	May 20

Unread messages are in **bold**. To open a message, simply click it in your message list.

About conversations

Replies to messages are grouped into **conversations**. A conversation keeps all messages in a thread together, which makes it easier to keep track of them and reduces inbox clutter. Here's how a conversation appears in your **Inbox** :

Arc	hive	Report spam	Delete	Move to 🔻	Labels v	More actions v	Refresh	1 - 2 of 2
Sele	ct: All	, None, Read	, Unread,	Starred, Un	starred			
÷ 🗆	🖄 Ca	rla, Murthy	(3)		For review	v: Add-on modu	le design plans - Hello Team, Attached are	🖉 6:32 pm
	🖄 me	e, Gavin (2)		:	Sales Fla	h: New 500 serie:	s solar panels flying off the shelves! - Patricia	Mar 4

Note that conversations have the number of messages it contains to the right of senders' names.

Here's what an opened conversation looks like:

Carla Chrome A Hello Team, Attached are the new of	design plans for the add-on solar p	anel Oct 1 🖉
Murthy Desdai Hi Carla Thanks for sending the late	est plans for the add-on module! L	ooking f. Oct 1
Carla Chrome to Murthy, Patricia, me	show details Oct 1	+ Reply V
Hi Murthy.		
	odule logic design.	
Thanks! Carla - Show quoted text -	adile logic design.	
Thanks! Carla - Show quoted text - > <u>Reply</u> ^{(*}) <u>Reply to all</u> → <u>Forward</u>	adule logic design.	

Note: You can't separate the messages in a conversation. However, if you want to send a reply but don't want it to be added to the conversation, you can simply change the subject line in your reply.

Compose a message

1. In the pane on the left, click **Compose Mail**.



2. In the **To** field, type the first few letters of recipient's name to look up the address in of a fellow classmate or contact in your address book.

Send	Save Now Discard			
<u>To:</u>	m			
Subject	"Marcos Tenuda" <mtenuda@solarmora.com> "Margot Ramsey" <margot@solarmora.com></margot@solarmora.com></mtenuda@solarmora.com>			
Subject: "Mary Dorma" <mdorma@solarmora.com> "Mary Dorma" <mdorma@solarmora.com> "Murthy Desdai" <mdesdai@solarmora.com></mdesdai@solarmora.com></mdorma@solarmora.com></mdorma@solarmora.com>				
в 1	U F· fT· T ₂ T ₂ 😨 🕺 🗮 🖽 💷 🕊	F F		

3. Enter a subject and the message text.

Add an attachment

When composing a message, click Attach a file, and then browse to the file on your computer.



Send a message

At the top or bottom on the message window, click **Send**.

Send	Saved	Discard	Draft autosaved at 4:42 PM (24 minutes ago)

(Or, if you change your mind, click Discard.)

At message appears at the top of the Mail window, confirming that your message was sent.

Reply to a Message

You can reply to just the sender or to all recipients of a message.

1. Open the message. If the message is part of a conversation, open the conversation and select the message you want to reply to.

2. At the bottom of the message, click **Reply** (to reply to just the sender) or **Reply to all** (to reply to all recipients).

• Reply	Reply to all	→ Forward	

- 3. Optionally, add other email addresses to which to send the reply.
- 4. Enter your reply in the message field.
- 5. At the top or bottom of the message, click Send.

Forward a Message

You can forward a message, just a single message in a conversation, or an entire conversation.

To forward a message or single message in a conversation:

1. Open the message. If the message is part of a conversation, open the conversation and select the message to forward.

2. At the bottom of the message, click Forward.

• Reply	M Reply to all	→ Forward	
		- CD	

3. Enter the email addresses to which to forward the message, and add any notes in the message field.

Note: If you don't want to forward attachments, uncheck the box next to the attachment's file name, below the **Subject** field.

4. At the bottom or top of the message, click Send.

To forward an entire conversation:

- 1. Open the conversation.
- 2. At the right of the conversation view, click Forward all.

Oct 30 (3 days ago)	Oct 30 (3 days ago)	C New window Print all Expand all Errorard all ■ Forward all
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3. At the bottom or top of the message, click Send.

Note: The recipient receives a single message containing all messages in the conversation, listed in order of oldest to most recent.

Print a Message

You can print a single message, an entire conversation, or just a single message in a conversation.

To print a message or an entire conversation:

- **1.** Open the message or conversation.
- 2. At the upper right of the message, click Print all.



A printer-friendly version of the conversation appears.

3. Use your web browser's **Print** options to print the message.

To print a single message in a conversation:

- 1. Open the conversation and select the message you want to print.
- 2. Click the down arrow to the right of Reply, and then click Print.



Contacts Basics:

Auto-complete, the contacts picker, & adding personal contacts

About your contacts

Your Google Apps account includes a Contacts Manager—an online address book. The contacts in Contacts Manager fall under one of the following two categories:

- **Personal contacts:** If you wish you can import personal contacts from [Outlook/Notes] to Google Apps, you can use your Contacts Manager to access all of these contacts and add new contacts and contact groups. You can look up a contact to find email addresses and personal profile information, as well as quickly list all of the email conversations you've had with the contact.
- Shared EGCC Student E-mail contacts: The email addresses of all EGCC Students are in your contacts, you can access these addresses in Contacts Manager by searching for them. You can also find these addresses when you compose an email message or schedule a meeting, using either *auto-complete address entry* or the *contacts picker*.

Auto-complete address entry

Google Apps contacts manager knows the addresses of all your personal contacts and all EGCC Student e-mail addresses. In addition, it automatically remembers email addresses of other people outside of EGCC with whom you've corresponded. Therefore, when you start typing an address in an email message or meeting invitation, the addresses of personal contacts, employees, and anyone with whom you've corresponded automatically appear. For example:

Send Save Now Discard				
<u>To:</u>	m			
Subject:	"Marcos Tenuda" <mtenuda@solarmora.com> "Margot Ramsey" <margot@solarmora.com></margot@solarmora.com></mtenuda@solarmora.com>			
B Z	"Mary Dorma" <mdorma@solarmora.com></mdorma@solarmora.com>			

The contacts picker

The contacts picker lets you select any of your personal or EGCC Students contacts when composing and email messages or scheduling an event. With the contacts picker, you can search for contacts using auto-complete address entry or by browsing the list:

Contact Picker - Google Chrome	
http:// mail.google.com /a/c/solarmora.com/ul/C	ontactPicker?inputId=:II&ter
Choose from contacts [label: focus	s_3d_p12] Report a bug
Search my contacts & Solarmora	
Most Contacted (15)	×
Select: All, None	
Benito Cacciatore ben@solarmora.com	<u>^</u>
Cassandra Smith cassy@solarmora.com	
Dean Shultz dean@solarmora.com	
Gary Goodsall	
Gavin Sehorn	
	<u>×</u>
To:	Save as Group
	Cancel Done

To access the contacts picker when composing an email message:

Click the **To:** link:

Send	Save Now Discard
1	
_	Add Cc Add Bcc
Subject:	

To access the contacts picker when scheduling an event:

In the event details window, click Choose from contacts under Add Guests:

▼ Guests
Add guests
Enter the email addresses of guests, separated by commas
Choose from contacts
Guests can modify event
invite others
see guest list

Forwarding mail to another e-mail account:

Forwarding mail to another email account automatically

EGCC Student e-mail provided by Google lets you automatically forward incoming mail to another address, if you'd like.

Here's how to forward messages automatically:

1. Click **Settings** at the top of any Gmail page, and open the **Forwarding and POP/IMAP** tab.

2. From the first drop-down menu in the Forwarding section, select 'Add new email address.'

- 3. Enter the email address to which you'd like your messages forwarded.
- 4. For your security, we'll send a verification to that email address.

5. Open your forwarding email account, and find the confirmation message from the Gmail team.

6. Click the verification link in that email.

7. Back in your Gmail account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.

8. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to **All Mail** or **Trash**.

9. Click Save Changes.

Mobile E-mail Setup: Choose your type of phone from the links below:

- Setup for the IPhone
- Setup for Windows Mobile Device's
- Setup for Blackberry Device's